

**PLANNING COMMISSION APPROVAL**

**IMPORTANT PUBLIC NOTICE**

1. It is YOUR responsibility, as the applicant, to file a complete application by the filing deadline. Also, you must ensure that all supporting documentation is complete and accurate. Please feel free to contact the Planning Department Staff at (228) 868-5710 should you have any questions.

2. The Planning Department will complete the adjacent property owner's list. Additional names can be added to the list, should you require to make such notifications.

3. Please be advised that failure to submit a complete application, with all supporting documents, could delay your hearing date. Applications to the Zoning Board of Adjustment and Appeals and the Planning Commission will not be considered officially filed until all information is submitted and accurate.

4. The following checklist will need to be completed as part of the application process. This checklist, provides the basic requirements for filing the application. This submission may require additional information because of the specific issues relating to the request.

\_\_\_ Sections I, II, III, IV, and VI have been completed on the application.

\_\_\_ Required documentation listed in section V has been completed and is attached to the application addressing the following:

\_\_\_ A written statement explaining that the site plan is appropriate with regards to the following:

- Transportation and access
- Water supply and Waste disposal
- Fire and Police protection
- Other public facilities
- Why the proposed project won't cause undue traffic congestion or create a traffic hazard.
- Why the development is in harmony with the orderly and appropriate development of the district in which the use is located.

\_\_\_ A site plan has been provided and addresses the following:

- \_\_\_ The property lines and dimensions have been provided on the drawing.
- \_\_\_ All buildings and structures located on the property have been identified.
- \_\_\_ All dimensions of buildings and structures have been noted on the site plan.
- \_\_\_ Distances from the property lines to all the buildings and structures have been identified and noted on the site plan.
- \_\_\_ Street names have been provided which about the property.
- \_\_\_ If required, buffer strips have been identified.
- \_\_\_ Parking and driveways have been identified.
- \_\_\_ Other pertinent information has been included to provide an understanding the requested action.

\_\_\_ Cash or check payable to the City of Gulfport in the amount of \$\_\_\_ and one original copy of the application is submitted.

\_\_\_ Proof of ownership to the subject property.(Copy of warranty deed) and all owners of the property(ies) involved have been identified and have signed the application or statement acknowledging approval the requested action(s). All signatures are original.

\_\_\_ If applicable, proof of authority to act as an agent. In case of multiple owners, one person has been identified as spokes person or agent for the group.

\_\_\_ For liquor stores and/or freestanding lounges (bars, saloons, etc.), an affidavit certifying that the proposed development is not closer than one thousand (1000) feet to any church, school, kindergarten, funeral home, day-care center, museum or earning center, educational facility, library, liquor store, free-standing lounge or tavern, or other same or similar establishment or use as a liquor store and/or free-standing lounge or tavern. {This distance shall be measured from closest point on structure to the closest point on the adjacent structure or closest point on parking lot or space to closest point on adjacent or nearby parking lot or space, whichever is closer.}

\_\_\_ For Night clubs/dance halls, an affidavit certifying that the proposed development is not closer than six hundred (600) feet to any church, school, kindergarten, funeral home, or day-care center, museum or learning center, educational facility, library, liquor store, free-standing lounge or tavern, or other same or similar establishment or use as a night club and/or dance hall. {This distance shall be measured from closest point on structure to the closest point on the adjacent structure or closest point on parking lot or space to closest point on adjacent or nearby parking lot or space, whichever is closer.}

### IMPORTANT PUBLIC NOTICE

IT IS YOUR RESPONSIBILITY, AS THE APPLICANT, TO FILE AN APPLICATION MEETING ALL CHECKLIST REQUIREMENTS BY THE FILING DEADLINE. ALSO, YOU MUST ENSURE THAT ALL SUPPORTING DOCUMENTATION IS COMPLETE AND ACCURATE, INCLUDING THE TAX PARCEL NUMBER(S), LOT(S), BLOCK(S), AND SUBDIVISION(S) (WHEN APPLICABLE).

PLEASE BE ADVISED THAT THE APPLICATION DEADLINE DATES POSTED ARE DESIGNED TO ALLOW THE STAFF TIME TO REVIEW THE APPLICATION AND RECEIVE REQUIRED COMMENTS FROM COORDINATING AGENCIES. THE APPLICATION IS NOT CONSIDERED COMPLETE UNTIL ALL REQUIRED INFORMATION IS AVAILABLE FOR REVIEW FROM THE APPLICANT AND COORDINATING AGENCIES. PLEASE CHECK WITH A STAFF MEMBER TO DETERMINE CUTOFF DATES FOR ADVERTISING LEGALS.

For Staff Use Only

Check number: \_\_\_\_\_

Receipt number: \_\_\_\_\_

Reviewed by: \_\_\_\_\_

CITY OF GULFPORT  
Urban Development – Planning Division  
1410 24th Avenue, Room 206  
Gulfport, MS 39501  
(228) 868-5710

APPLICATION FOR CASE REVIEW  
GENERAL APPLICATION

For Staff Use Only

Case File #: \_\_\_\_\_

Date Received: \_\_\_\_\_

Zoning: \_\_\_\_\_

I. TYPE OF CASE: PLANNING COMMISSION APPROVAL

II. ADVALOREM TAX PARCEL NUMBER: \_\_\_\_\_  
(Parcel Number available from Harrison County Tax Assessor at 865-4044.)

Lot(s) \_\_\_\_\_, Block(s) \_\_\_\_\_, and Subdivision(s) \_\_\_\_\_  
(when applicable)

III. GENERAL LOCATION OF PROPERTY INVOLVED: \_\_\_\_\_

ADDRESS OF PROPERTY INVOLVED: \_\_\_\_\_

IV. GENERAL DESCRIPTION OF REQUEST: (If necessary, attach a separate piece of paper detailing the purpose of the request.)

V. REQUIRED ATTACHMENTS:

- a. SUPPLEMENTAL APPLICATION
- b. LIST OF ALL ADJACENT PROPERTY OWNERS (The Planning Department will complete this upon request)
- c. SITE PLAN (Include distances/dimensions, buildings, property lines, and streets.)
- d. CASH OR CHECK PAYABLE TO THE CITY OF GULFPORT IN THE AMOUNT OF \$ \_\_\_\_\_.
- e. PROOF OF OWNERSHIP (COPY OF DEED(S))
- f. IF APPLICABLE, PROOF OF AUTHORITY TO ACT AS AN AGENT
- g. 1 ORIGINAL COPY OF APPLICATION

VI. OWNERSHIP AND CERTIFICATION:

*I hereby certify that I have read and understand this application and that all information and attachments are true and correct. I also certify that I agree to comply with all applicable city codes, ordinances and state laws. Finally, I certify that I am the owner of the property involved in this request or authorized to act as the owner's agent for herein described request.*

NAME OF OWNER (PRINT) \_\_\_\_\_

AGENT OF OWNER(S) (PRINT) \_\_\_\_\_

SIGNATURE OF OWNER \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

AGENT'S MAILING ADDRESS \_\_\_\_\_

SIGNATURE OF AGENT (IF APPLICABLE) \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

DATE \_\_\_\_\_ FEE PAID \_\_\_\_\_

PHONE # (H) \_\_\_\_\_ PHONE # (W) \_\_\_\_\_

PHONE # (H) \_\_\_\_\_ PHONE # (W) \_\_\_\_\_

If the property or properties listed above have more than one owner, please check this box ☐

In the case of multiple owners, page 2 must be completed. Each owner will need to complete and sign the application. We can only accept applications with original signatures.

IF MULTIPLE APPLICANTS, PLEASE ENSURE ONE PERSON IS SELECTED TO ACT AS THE SPOKESPERSON/AGENT FOR THE APPLICANTS

This page must be completed if the property or properties involved have more than one owner. All persons listed as owners to the property or properties listed on page one must complete and sign this part of the application.

*I hereby certify that I have read and understand this application and that all information and attachments are true and correct. I also certify that I agree to comply with all applicable city codes, ordinances and state laws. Finally, I certify that I am the owner of the property involved in this request or authorized to act as the owner's agent for herein described request.*

NAME OF OWNER (PRINT) \_\_\_\_\_

ADDRESS (STREET, CITY, STATE, ZIP CODE) \_\_\_\_\_

PHONE # (H) \_\_\_\_\_ (W) \_\_\_\_\_

TAX PARCEL NUMBER(S) OWNED \_\_\_\_\_

Signature: \_\_\_\_\_

NAME OF OWNER (PRINT) \_\_\_\_\_

ADDRESS (STREET, CITY, STATE, ZIP CODE) \_\_\_\_\_

PHONE # (H) \_\_\_\_\_ (W) \_\_\_\_\_

TAX PARCEL NUMBER(S) OWNED \_\_\_\_\_

Signature: \_\_\_\_\_

NAME OF OWNER (PRINT) \_\_\_\_\_

ADDRESS (STREET, CITY, STATE, ZIP CODE) \_\_\_\_\_

PHONE # (H) \_\_\_\_\_ (W) \_\_\_\_\_

TAX PARCEL NUMBER(S) OWNED \_\_\_\_\_

Signature: \_\_\_\_\_

(Use additional forms as needed)

IN CASES OF MULTIPLE APPLICANTS, PLEASE IDENTIFY THE PERSON WHO WILL BE ACTING AS YOUR SPOKES PERSON/AGENT FOR YOU:

\_\_\_\_\_  
\_\_\_\_\_

## **REQUIRED ATTACHMENTS FOR PLANNING COMMISSION APPROVAL**

Your supplemental application must address the following issues in a written statement:

Explain how the site plan is appropriate with regard to:

- Transportation and access
- Water supply
- Waste disposal
- Fire and Police protection
- Other public facilities
- Why the proposal will not cause undue traffic congestion or create a traffic hazard
- Why the proposal is in harmony with the orderly and appropriate development of the district in which the use is located.

A site plan must be provided addressing the following:

- The property lines and dimensions have been provided on the drawing.
- All buildings and structures located on the property have been identified.
- All dimensions of buildings and structures have been noted on the site plan.
- Distances from the property lines to all the buildings and structures have been identified and noted on the site plan.
- Street names have been provided which abut the property.
- If required, buffer strips have been identified
- Parking and driveways have been identified.
- Site plans can be no larger than 11"X17"
- Other pertinent information has been included.

**Proof of Ownership:**

- Copy of warranty deed showing ownership or an affidavit of ownership signed by the owner and notarized.

**If applicable, proof of authority to act as an agent:**

- A notarized letter for the owner of the property or a signed contract from the owner authorizing the person to act as an agent on their behalf.

## ADJACENT PROPERTY OWNERS NOTIFICATION LIST

The City of Gulfport Planning Division Staff will notify, by letter, property owners adjacent to the requested action identified in this application using the Land Roll database from the County Tax Office. **If you would like to have additional property owners notified, please complete the following:**

[illegible]

## Storm Water Requirements

Mississippi Department of Environmental Quality requires the issuance of Storm Water Permits in accordance with the provisions of the Mississippi Water Pollution Control Law (Section 49-17-1 et seq., Mississippi Code of 1972).

There are currently two types of permits: 1) Small Construction Activities that Disturb One (1) Acre to Less Than Five (5) Acres; and 2) Large Construction General Permit (five (5) acres or more).

If you are not familiar with these requirements, our office has available the referenced permit packages. **Our office does not issue the permit.** We do require that any individual, partnership, company, corporation, etc., that is requesting the issuance of a building permit, tree permit, or any type of action from our Planning Commission or Zoning Board of Appeal and Adjustment, which has been identified and applies to the Mississippi Water Pollution Control Law, be provided with and acknowledge receipt of the Small Construction General Permit Packet or Large Construction General Permit Packet, before final action can be taken by this Department.

If you need additional information on these permits, please contact Mississippi Department of Environmental Quality (MDEQ) at (601) 961-5171 or [www.deq.state.ms.us](http://www.deq.state.ms.us).